



Springfield-Greene County Library Board of Trustees
October 19, 2010
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, October 19, 2010, at the Library Center with Vickie Hicks presiding.

Members present: Leslie Carrier, Martha Crise, Kenton DeVries, Neil Guion, Vickie Hicks, Kim Kollmeyer, Rod Nichols, David Richards

Member absent: Cheryl Griffeth

Disposition of Minutes: Carrier moved to approve the September 21, 2010 minutes for both the open and closed sessions. DeVries seconded. Carrier yea, Crise yea, DeVries yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through September, the Library was 2.6 percent under budget. Year-to-date revenue totaled \$738,057 versus \$2,754,392 in expenditures. The Reserve Account was established at BancorpSouth with a \$35,000 beginning balance. Grant income included funds for music programs at the branch libraries from the Friends of the Library. Other grant income included reimbursements from the Missouri Humanities Council for the Chautauqua events, U. S. Department of Education for Ready to Learn expenses and Library Services and Technology Act for the Local History Microfilm/Reader Printer Technology and Technology Ladder grants.

Expenses included three pay periods in September as well as a bond interest payment. Account 5229 Programming included giveaway books, training kits and toys for grant projects. Account 5232 Minor Equipment included mini blinds for the Strafford Branch, upholstered chairs for the Midtown Carnegie Branch, delivery containers and miscellaneous computer equipment. Account 5331 Travel and Training included registration for staff to attend the Missouri Library Association annual conference, Staff Development Day expenses for speaker fees and facility rental as well as travel expenses for the Digital Imaging grant. Account 5371 Building Repairs included roof repairs and lightning surge protection for the Library Center as well as an electric water heater for the Library Station. Account 5373 Office Equipment Repairs included printer repairs, annual maintenance for the FundWare accounting software, monthly lease on the Voice over Internet Protocol (VoIP) phone system as well as router leases. Information Technology Manager David Patillo received notification from AT&T that a \$29,921 credit should appear on the next billing cycle for disputed charges on Voice over Internet Protocol (VOiP) equipment not received at the time of invoicing.

Kim Kollmeyer arrived at the meeting.

Buildings and Grounds Committee: Chair Neil Guion reported the grand reopening of the Ash Grove Branch is scheduled from noon to 6 p.m. on Saturday, October 23. At 2 p.m., Executive Director Regina G. Cooper, Ash Grove Mayor Brenda Ellsworth and other area officials will offer their formal thanks to the Friends of the Library and the Library's landlord, the Ash Grove Lodge No. 100 A.F. & A.M.

Staff is working with Farber Specialty Vehicles on planning the interior design for the new bookmobile. The Library will plan an unveiling ceremony after the new vehicle arrives.

Several guests are scheduled for future committee meetings including City Attorney Dan Wichmer, Realtor Skip Liebman, and a bond specialist from Stifel, Nicolaus & Company's St. Louis office.

A three-year lease was signed for the Fair Grove Branch with a two-year renewal option.

Programs, Services and Technology Committee: Martha Love gave an overview of her position as the Special Projects, 2-1-1 and Volunteer Coordinator. A condensed report will be presented as part of board education at a future board meeting.

The statistical report reflected limited service at the Ash Grove Branch beginning September 27, 2010, due to the refurbishing project. Circulation in September decreased 5 percent with 321,995 materials circulating systemwide. Total branch traffic decreased 5.2 percent with 167,345 patron visits. Systemwide, 1,916 groups used the meeting rooms with an attendance of 10,721. There were 494,706 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,549,587 page views by 93,166 visitors during September.

Report of the Director: Cooper reported Library Snapshot Day was a success. Patrons made many nice comments about the Library and staff. The information will be used throughout the year when talking with legislators and donors.

Advocacy was the theme of Staff Development Day on Monday, October 11. Speakers included Donna Cardillo and Springfield Area Chamber of Commerce President Jim Anderson. Staff members Jessie Alexander-East and Kathleen O'Dell presented a session on Frontline Advocacy. The duo gave examples of elevator speeches and talking points to keep patrons aware of all the Library offers.

Several staff attended the Missouri Library Association conference at Lake of the Ozarks the first week of October. A number of staff worked on the conference committee as well as gave presentations at the conference. Local author David Harrison spoke at one of the award dinners and two sessions had advocacy themes.

The Springfield-Greene County Library District was chosen by Sony as one of 30 libraries to participate in the company's Reader Library Program to promote digital reading at public libraries. The program will provide staff training on digital reading devices and devices for staff use, as well as educational materials to help readers learn about the e-books and digital texts available through the Library.

The Library has received nine abatement requests since Cooper began working for the Library District in January 2009. Cooper and Associate Director Jim Schmidt will meet with City Manager Greg Burris and Economic Development Director Mary Lilly Smith about the lost revenue from the Heers building. The Directors of Large Libraries (DOLLS) will meet at the Library Center on October 29 and will be updated on model legislation on solutions to property tax assessment issues.

Library Station Reference Associate Sharla Lair has been accepted into the American Library Association's Emerging Leaders program.

Police Chief Paul Williams toured the Library Center and reviewed the current conduct policy. He thought the Library was on the right track with the policy and gave Cooper general security suggestions.

The Friends of the Library sold \$23,145 in materials at the Friends Preview Sale Night on Monday, October 18. The book sale will continue through Sunday, October 24, at Remington's.

Foundation Update: Director Michelle Creed reported on the Foundation's Fall fundraising campaign. The campaign will be a general solicitation with the goal of reaching out to new donors. Creed encouraged the Board to give her names to include in the campaign mailing.

The Barnes & Noble Bookfair will be held on Saturday, November 13, with a percentage of the net sale contributed to the Library Foundation. Vouchers must be presented prior to making the purchase for the Foundation to receive the contribution. Online purchases will also qualify with the appropriate identification code.

Leslie Carrier left the meeting.

Board Education: Branch Manager Lorraine Sandstrom gave an overview of the Local History Department as part of the strategic planning reports. During fiscal year 2009-2010, more than one third of all library Web pages viewed were for local history, genealogy or Missouri information. The most popular collections include the Community & Conflict: The Impact of the Civil War in the Ozarks, Frisco Railway, O'Reilly General (Army) Hospital and Greene County Records. The committee did a SWOT analysis analyzing the strengths, weaknesses, opportunities and threats. Goals included completing the designation as a Family History Center Affiliate Library, add to the Ozarks News and Historical Index (ONHI), explore obtaining a Content Management System to prioritize digitization projects and review the Springfield News-Leader on microfilm to determine a schedule for replacing fragile and deteriorating rolls.

Collection Services Manager Lisa Sampley reviewed the procedures when patrons have concerns and request the Library reconsider materials in the collection. When patrons fill out a Request for Reconsideration of Library Materials form, it is sent to Sampley for a team of staff to review. Staff will gather information from reviews on the materials, preview movies and formulate a letter addressing the concerns. The response and gathered information is forwarded to the Executive Director to review and send to the patron. If the patron does not agree with the response, there could be an opportunity for Board involvement, but staff does not remember any request to contact the Board. The response packets for each reconsideration request are kept in the Business Office.

New Business: None

Crise moved to adjourn the meeting. Kollmeyer seconded. DeVries seconded. Crise yea, DeVries yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

The meeting adjourned at 5:10 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations